

CONFIDENTIAL

2406

25 October 1951

Report from Room 220, week of 22-26 October

To:

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From:

1. Memos went out this week announcing the program for the 5-23 November clerical referresher course and requesting all IBM training needs to be channeled through the Office of Training.

2. An employee from ONE has been loaned us for a month for use in the clerical refresher program in an effort to determine whether or not she would fit well into one of the instructor slots. Her name is [REDACTED]

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3. Ordering of supplies and furniture for C Wing and making arrangements for the move have filled some of the hours.

4. I sat in on a two hour conference with Mr. Meloon, Mr. [REDACTED] gave his report of the [REDACTED] operation following several days of visiting and conferring down there. I also forwarded a list to Mr. Meloon of suggested problems to study as his committee proceeds.

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